

Nonexpiring Licenses—Fast Facts

September 15, 2011

Beginning July 22, 2011, the Department of Early Learning (DEL) moved to a nonexpiring child care license. The change was part of Senate Bill 5625, which passed during the 2011 legislative session. The nonexpiring license has replaced the renewal license used in the past. A licensee must first complete the initial licensing process before being granted a nonexpiring license.

To qualify for a nonexpiring license, licensees must submit required paperwork to DEL on an annual basis. Annual paperwork is due **30 days prior to the anniversary date**. The anniversary date is the date the licensee's first license was issued. Licensees will receive a notice and invoice from DEL **about 90 days prior to the anniversary date**.

To maintain a nonexpiring license, licensees must:

- Submit the annual licensing fee on time. (www.del.wa.gov/requirements/new/fees.aspx)
- Submit an annual declaration form that indicates the licensee intends to continue operating and to comply with all licensing rules. (www.del.wa.gov/publications/licensing)
- Submit background check applications on the schedule established by DEL —every three years, and when a new person is hired or, for family homes, when a new person moves into the home, or a household member turns 16. (www.del.wa.gov/requirements/new/background.aspx)

Please note: If a licensee does not submit all required items on time, the license will expire. By law, the licensee will need to cease providing care and reapply for a license. DEL will have 90 days after receiving the new application to authorize a new license.

Monitoring visits:

DEL will continue to conduct monitoring visits to child care centers at least once every 12 months, and to family homes at least once every 18 months. These monitoring visits will be unannounced. As always, the goal during monitoring visits is to offer technical assistance to licensees and help licensees comply with licensing rules.

Typically, DEL licensors will use an “abbreviated” checklist during monitoring visits. If there are valid complaints, a history of noncompliance or incomplete compliance issues from the prior visit, the licensor will typically use the “full” checklist. If during a monitoring visit, DEL licensors finds noncompliance in any of the following three areas, the “full” checklist will be used:

- Staff: Child ratio and group size
- Staff qualifications: Director, teachers, family home licensee
- Supervision: Discipline

These three areas are research-based as linking to safety and health for children. Find the “full” and “abbreviated” checklists online at www.del.wa.gov/publications/licensing/

Please call [your local DEL licensing office](#) if you have any questions.